

THE
STATUTES
OF THE
STAFFORD
General Infirmary.

NATURA ut in Alimentis, sic etiam iis
Quæ in Medicinam cedunt PAUCIS CONTENTA EST.

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Bt from R. T. Clough



T H E
S T A T U T E S
O F T H E
S T A F F O R D
G E N E R A L I N F I R M A R Y .

1. **T**HAT the Government of this Society be placed in the Hands of certain Trustees: And that the Society act, and be distinguished by the Name of *The Trustees of the Stafford General Infirmary*.

2. That all Benefactors of Twenty Guineas, or upwards, at one Time, be Trustees during Life.

A 2

3. That

3. That all Subscribers of Two Guineas *per Annum* or upwards, be Trustees during Payment.

4. That the Subscribers of One Guinea *per Ann.* be Trustees by Rotation, in order as they stand in the alphabetical List ; Twelve to be appointed at each Quarterly Board, for the ensuing Quarter ; Six residing within the Town of *Stafford*, and Six elsewhere.

5. That if any Society or Body Corporate shall subscribe Two Guineas *per Ann.* or give a Benefaction of Twenty, at one Time, the Head Officer for the Time being, of such Society or Body Corporate, shall be a Trustee.

6. That the Executor, or Executors jointly of any Person, leaving a Legacy of Twenty Guineas or upwards, to the Infirmary, be a Trustee for Life, from the Time of Payment.

7. That the Person charged with a Benefaction from an unknown Hand, of Twenty Guineas or upwards, at one Time, to the Infirmary, be a Trustee for Life, from the Time of Payment.

General
Board.

8. That a General Board of Trustees be held at the four Quarterly Sessions, and oftner upon special Occasions.

9. That the Power of making and repealing Laws, of electing and removing Officers

Officers, be vested only in the General Board.

10. That there be a Weekly Board of Trustees, which shall consist of Five at least, to meet every *Friday* at Ten of the Clock at the Infirmary.

11. That the Weekly Board regulate all Matters relating to the Admission and Discharge of Patients; enquire into the Behaviour of Officers and Servants; examine and pass Accounts; order Payments; prepare Matters for the General Board; and transact such other Affairs as shall be committed to them by the General Board.

12. That the Weekly Board, Twelve Members being present, have Power to summon a General Board upon any special Occasion; giving or sending Twenty Days Notice by Letter to all the Trustees resident within the County, whose Address is known, and specifying therein the Business to be transacted; and also affixing such Notice at the same Time in Writing upon the Gate of the Infirmary and in the Board Room.

13. That every Board chuse their own Chairman, who shall have a casting Voice.

14. That at every General Board, the Proceedings of the last General Board, and at every Weekly Board, the Proceedings of the

the last Weekly Board, shall be read over ; and that no Order of either Board shall continue longer in Force, unless confirmed by such subsequent Board.

15. That the Proceedings of every Board be fairly registered.

Treasurer 16. That at the General Board in *July*, being the Summer Sessions, a Treasurer be annually chosen out of the Trustees, who shall give Bond (if required) in the Sum of One Thousand Pounds, to such Persons as the General Board shall appoint, for the due accounting for all such Money, as he shall receive for the Use of the Infirmary.

Under Treasurer 17. That at the General Board in *July*, an Under Treasurer be appointed out of the Contributors residing in *Stafford*, who shall give Bond to such Persons as the Board shall appoint for the due accounting for such Money, as he shall receive for the Use of the Infirmary.

18. That the Treasurer, and Under-Treasurer, pay all such Bills as shall be ordered by the General or Weekly Board, such Order being first signed by the Chairman, and counter - signed by the Secretary.

19. That on the Death of a Treasurer, the Under-Treasurer may act in his own Name, 'till a new Treasurer be chosen.

20. That

20. That at the General Board in *July* ^{Auditors.} two Contributors be annually chosen, to inspect and audit the Accounts of the Infirmary ; and to report the State of the Accounts, from Time to Time to the General Board.

21. That the Physicians and Surgeons ^{Physicians} of the Infirmary be Trustees at all General ^{and Surgeons.} Boards.

22. That a Matron, Apothecary, and ^{Officers} Secretary, be from Time to Time ap- ^{and Ser-} pointed as Officers, and that a Porter, ^{vants.} Nurses, &c. be appointed as Servants to attend the Infirmary.

23. That when any Vacancy shall hap- ^{Election} pen in the Office of Physician, or Surgeon, ^{of Officers} or of Matron, Apothecary, or Secretary, the Weekly Board shall summon a General Board, to fill up the Vacancy, unless the stated General Board shall happen in Course at a convenient Distance ; and then Twenty Days Notice shall be given of such Elections, in the Manner prescribed for Special General Boards.

24. That the Weekly Board have Power to remove Nurses, and Servants, and to appoint others in their stead, and Twelve Members being present) to suspend the Matron, Apothecary, or Secretary, for Misbehaviour, and appoint others during their Suspension.

25. That

Visiting-
Clergy-
men.

25. That the Clergy of *Stafford* be desired, by Weekly Rotation, to visit the Sick, to read Prayers every Day, and to administer the Communion at proper Times.

House-
Visitors.

26. That two, or more of the Contributors be appointed at every Weekly Board to visit the House, together or by Turns, once every Day for the ensuing Week; each of which, in Case of Sickness, or necessary Avocation, may appoint another Contributor to be his Deputy.

27. That the House Visitors be Members of the Weekly Board.

Visiting
Apothe-
cary.

28. That such Apothecaries of the Town as are Subscribers, be desired by Monthly Rotation, to visit the Dispensary whenever they please, and to see that the House Apothecary does his Duty; and that they enter their Observations in a Book provided for that Purpose.

Anniver-
sary
Meeting.

29. That an annual Meeting of all the Contributors be held in *October*; and that a Sermon be then preached before the Society.

Yearly
Meeting.

30. That the Treasurer preside at the annual Meeting, and appoint the Preacher.

31. That a Report of the State of the Infirmary, and of the Number of Patients received and discharged within the Year, with an Abstract of the Proceedings of the Trustees,

Trustees, and of the Accounts of the Infirmary be drawn up at the End of every Year, by the Auditors of the preceding Year, and published before the annual Meeting, for the Satisfaction of the Contributors.

32. That all Elections be by Ballot, and all Questions decided by a Majority of Votes present, which shall be taken by Ballot if required. Elections to be by Ballot.

33. That in all Elections where there are more than two Candidates, if a Majority of the whole Number present does not appear for any one Candidate upon the first Scrutiny, the Chairman shall proceed to a second Election, leaving out the Candidate who has the fewest Votes, and so on till such a Majority be found.

34. That all Subscriptions be paid in advance, and be deemed to commence at the Quarter-Day preceding the Time of subscribing, unless the Subscriber desires otherwise.

35. That to all Persons whose Subscriptions shall be three Months in Arrear, a Monitory Letter shall be sent, to prevent further Delay of Payment. Monitory Letter.

36. That no Treasurer, Auditor, Physician, or Surgeon, shall receive any Reward, Salary, or Gratuity from the Infirmary for his Service. Officers to serve gratis.

B

72. That

Servants,
&c. to re-
ceive no
Gratuity

37. That no Patients, or Persons related to the Infirmary, do at any Time presume on Pain of Expulsion to give, or take of any Tradesman, Patient, Servant, Stranger, or other Person, any Fee, Reward, or Gratuity of any Kind, directly or indirectly, for any Service done or to be done on Account of the Infirmary.

38. That all Persons concerned as Servants in the House be free from the Burthen of Children, and the Care of a Family.

Table of
Rules.

39. That a Table of the Rules and Orders which relate to the Conduct of Patients, and Servants, be hung up in each Ward, and publickly read over every *Sunday* Morning, by one to be appointed by the Matron.

Inventory
to be kept

40. That an Inventory be kept by the Secretary, and a Copy thereof by the Matron, of all the Household-Goods, and Furniture of the Infirmary; and that once a Year, at some convenient Time before the Stated-Board in *October*, the Auditors do cause a fresh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchased since; and that as often as any thing shall be missing, the Matron immediately declare it to the Visitors of the Week.

41. That

41. That the Method of dealing with Tradesmen (unless when the Circumstances of the Case require otherwise) be to publish an Account of the Provisions, and Goods wanted, and a Notice for such Tradesmen as are willing to furnish the same to bring a Proposal sealed up to the Secretary, at a Day fixed.

Method
of Deal-
ing with
Trades-
men.

42. That the Physicians and Surgeons of the House, and Apothecaries who are Subscribers, be a Committee for buying Drugs, and that any three (one of them being an Apothecary) have power to act.

Commit-
tee to buy
Drugs.

43. That the Appointment of the particular Diet of the Patients be referred to their respective Physicians, or Surgeons, and that no other Provisions or Liquors be brought into the House to the Patients, on any Pretence whatsoever.

Liquors,
&c. pro-
hibited.

44. That any Person may use the hot or cold Bath, or Bagnio, when they are not wanted for the Patients, paying each Time for the Cold Bath Six-pence, for the hot Bath One Shilling, and for the Bagnio One Shilling ; adding Six-pence more when the Fire is made on Purpose : which Sums the Apothecary shall receive, and account for to the Treasurer.

Hot and
Cold
Baths.

Charity
Boxes.

45. That the Keys of the Charity Boxes be kept, one by the Treasurer, and the other as the Weekly Board shall appoint, and the Money therein collected be applied to the Use of the Infirmary.

ADMISSION *and* DISCHARGE

O F

P A T I E N T S.

Time of
Admission

46. That Patients be admitted, and discharged every *Friday* by the Weekly-Board, between the Hours of Ten and Eleven.

Rules of
Admission

47. That no Patients be admitted, who are able to subsist themselves, and pay for Medicines.

48. That no Person be admitted a Patient, but by Recommendation of a Subscriber or Benefactor, unless in Cases which admit of no Delay, in which Cases the Apothecary and Matron may receive Patients, giving immediate Notice to the Physician or Surgeon of the Week.

49. That for every Guinea subscribed, and every Ten Guineas given in Benefactions, the Subscriber or Benefactor, shall have a Right of recommending one In-Patient

Patient in the Year ; but that no Contributor shall have more than one Patient in the House at one Time ; that Out-Patients be admitted by the Recommendation of such Subscriber or Benefactor, without any Limitation of Number.

50. That Benefactors of less than ten Guineas, have the Privilege for the Year ensuing their Benefaction, of recommending one In-Patient, (besides Out-Patients) for every two Guineas given in Benefaction.

51. That the Physicians and Surgeons of the Infirmary, have the Privilege of recommending Patients, as Subscribers of two Guineas.

52. That the Head Officer of any Society or Body Corporate subscribing, or giving a Benefaction to the Infirmary, have the same Power of recommending Patients with a Subscriber or Benefactor of equal Value.

53. That the Executor or Executors jointly, of any Person leaving a Legacy to the Infirmary, and the Person charged with a Benefaction from an unknown Hand, have the same Privilege of recommending Patients, as if they themselves had given such Benefactions.

54. That no Subscriber's recommendation be accepted, while his Subscription is in Arrear.

55. That

55. That a Letter signed by the Chair-man of the Weekly Board, be sent to every Person recommending a Patient, acquainting him that the Person recommended is admitted, postponed, or rejected (as the Case requires) and that the like Notice be given to the Person, who recommended, when a Patient is discharged.

Patients at
a Distance
to send in
their Cases

56. That Persons who recommend Patients from distant Places, may send their Cases drawn up by some Physician, Surgeon, or Apothecary (*Post-paid*) to which an Answer shall be returned, whether, and when they shall be admitted. But that the Board be still at Liberty to reject such Patients, if their Cases shall appear to have been misrepresented.

Prefer-
ence of
Patients.

57. That when there shall be want of Room in the Infirmary for the Admission of all duly recommended, and qualified to be In-patients, in Cases of equal Exigency the Preference be given, *First*, to those who live at the greatest Distance; *Secondly*, to those recommended by such Subscribers, and Benefactors as have not recommended any In-patients within the Year; and *Thirdly*, to those recommended by the largest Contributors.

58. That Patients duly recommended, and qualified, who cannot be admitted for want of Room, be entered into the Books

as In-Patients, and received into the House upon the first Vacancies, and in the mean Time treated as Out-Patients; and that Patients send from distant Places be, when the Case requires it, supplied with the Provisions of the Infirmary and attended by the Apothecary, provided that Lodgings are taken for them near the Infirmary.

59. That one Bed in each Ward be reserved, as a Provision for Accidents that require immediate Relief. Cases of Extremity

60. That no Woman big with Child, no Child under seven Years of Age, (except in extraordinary Cases, such as Fractures, Stone, or where Couching, Trepanning, or Amputation are necessary) no Persons disordered in their Senses, suspected to have the Small-Pox or other infectious Distemper, having habitual Ulcers, Cancers not admitting of Operation, Consumptions, or Dropsies in their last Stages, in a dying Condition, or judged Incurable, be admitted as In-Patients, or if inadvertently admitted, be suffered to continue. Excepted Cases

61. That no Soldier be admitted an In-Patient until his Officer has engaged to pay his Subsistence-Money to the Treasurer, or one of the Under-Treasurers of the Infirmary, during such Time as he shall continue there; except Soldiers on Furlough, when there is no Officer at hand to engage for them. Soldiers to pay their Subsistence

62. That

Patients
receiving
no Benefit
to be dis-
charged

62. That all Persons admitted into the House, and in two Months receiving no Benefit, be discharged, unless the Physicians or Surgeons certify to the Weekly Board that there is a Probability of their being cured, or receiving considerable Relief.

Patients
to return
Thanks

63. That when Patients are cured they be enjoined to return public Thanks in their respective Places of divine Worship.

PHYSICIANS and SURGEONS.

64. That the Physicians and Surgeons one of each attend in their Turns every *Friday*, at Eleven of the Clock, to examine those who shall be recommended for Patients; to certify their Opinions of their Cases to the Board; and to prescribe for such as shall be admitted.

65. That all the Physicians and Surgeons do meet at the Infirmary every *Monday* and *Weanesday*, at Eleven of the Clock, to visit their In-Patients, and consult upon difficult Cases; and that on every *Wednesday* they do likewise prescribe for their Out-Patients then on the Book, and minute down what Patients are proper to be discharged the *Friday* following.

66. That

66. That all Patients, during their Continuance, be under the Care of the Physician or Surgeon (and in mixed Cases of both) whose Turn it was to attend when they were admitted.

67. That each Physician and Surgeon, visit his respective In-Patients at other Times, as often as he shall judge necessary, or shall have Notice of any sudden Emergency from the Apothecary.

68. That each Physician, and Surgeon, whose Business or Indisposition shall oblige him to be absent, engage some other Physician or Surgeon of the Infirmary to attend for him.

M A T R O N.

69. That the Matron take Care of all the Household Goods and Furniture, and be ready to give an Account thereof when required.

70. That she keep a daily Account of the Provisions and other Necessaries that are brought into the House, and lay it before the Weekly Board every *Friday*.

71. That she visit the Wards and Offices every Day; that she take Care that the Chambers, Beds, Clothes, Linen, and all other Things within the Infirmary be kept clean.

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72. That

72. That she keep a Diet Book, by which the Number of Patients on each Diet may be known.

73. That she cause the Names of the Patients to be called over in each Ward every Morning and Evening, and enter in the House-Visitors Book the Names of those who are absent.

74. That she take Care of the Keys of the Doors, and see that the outer Gates be always locked, at Nine in the Evening, from *Michaelmas* to *Lady-Day*, and at Ten in the Evening from *Lady-day* to *Michaelmas*.

75. That she see that the Nurses, Servants, and Patients do their Duty, and observe the Rules of the House, and in Cases of Misbehaviour or Neglect, acquaint the Weekly Board, or House Visitors therewith.

HOUSE APOTHECARY.

76. That the House Apothecary fix two Tickets on each Patient's Bed, one specifying the Name of the Patient, together with that of the Physician, Surgeon, or both occasionally; and the other the Diet, according to the Prescription of the Physicians, or Surgeons; and give a List of the

the same to the Matron each prescribing Day.

77. That he visit the Wards every Morning, and be ready to report the State of the Patients to the Physicians, and Surgeons.

78. That he dispense no Medicines without the Direction of the Physicians, or Surgeons, except in Cases of Necessity, when they cannot be consulted.

79. That he make a Report to the Weekly Board, of all Patients received into the House in the foregoing Week, and deliver a List at every Board, of such Patients as have been in the House two Months.

80. That he do not presume to practice as an Apothecary out of the House, or attend any other Business than that of the Infirmary.

81. That he do not suffer any Apothecary, or other Person, to inspect the Physicians Books, or Pharmacopeia, without Leave of the Physicians.

82. That no Drugs or Medicines be bought without an Order from the Board, or Committee for providing Drugs, except in Case of Necessity, and then, not without an Order signed by one of the Physicians, or Surgeons.

83. That no Drugs or Medicines be deposited among the Stores, till they have

been first inspected by the Committee for buying Drugs.

84. That the Apothecary and Matron be not out at the same Time.

85. That he never be Absent from the Infirmary, at the Time when the Physicians and Surgeons are to attend, nor at any other Time above two Hours together ; and that he always give Notice to the Matron, and be within call ; that he be at Home at Ten o'Clock at farthest, in the Evening, and do not lie out of the House without special Leave from the Board, or the House-Visitors ; that in such Case he appoint another Apothecary, who shall be approved by the Physicians, to officiate in his Place.

S E C R E T A R Y.

86. That the Secretary attend at every Board, to minute down and register all Proceedings ; and that he be always ready to produce the Books and Accounts of the Society fairly written.

87. That he enter in a Register the Names of the Patients who shall be taken in, and of the Out-Patients ; the Parish they belong to ; their Age, and Distemper ; when admitted ; when discharged ; and in what State.

88. That

88. That he give Notice in Writing every *Friday*, to the Clergyman whose Turn it is to Visit, and to the House-Visitors who are appointed for the following Week; to the visiting Apothecary every Month before his Turn begins; and to the Trustees appointed quarterly by the General Board:

S E R V A N T S.

89. That the Nurses clean their respective Wards by Seven in the Morning, from the first of *March* to the first of *October*, and by Eight in the Morning, from the first of *October* to the first of *March*.

90. That the Nurses, and Servants obey the Matron, as their Mistress; that they behave with Tenderness to the Patients, and with Civility and Respect to Strangers.

91. That the Porter carefully attend the Gate, and suffer no In-Patient to go out without Leave; and that he inform the Matron of every Stranger that comes into the Infirmary.

92. That he obey the Orders of the Physicians, Surgeons, and Apothecary; and do the labouring Work of the House, when ordered by the Matron; and that when he is to be absent upon any such
Business

Business, he give the Matron Notice, that another may be appointed to attend the Gate.

P A T I E N T S.

93. That no In-Patients go out of the Infirmary without Leave from their respective Physician, or Surgeon, first signified to the Matron; and that no In-Patient lie out of the House on any Account whatever, on Pain of being discharged for Irregularity.

94. That no Men Patients go into the Womens Ward, nor Women Patients into the Mens, without Leave of the Matron.

95. That they do not Swear, Curse, behave rudely or indecently, on Pain of being discharged, after the first Admonition, for Irregularity.

96. That no Patient presume to play at Cards, or Dice, or any other Game, or to smook any where within Doors.

97. That such Patients as are able be employed in the Service of the Infirmary; that they assist in nursing the Patients; washing and ironing the Linen; washing and cleaning the Wards; and in any other Business that the Matron shall require.

98. That

98. That such In-Patients as are able, be allowed to go to their respective Places of Worship on *Sundays* in the Forenoon, and Afternoon; that they return to the Infirmary directly; and that no Persons be admitted to visit Patients on that Day till after Evening Service, without special Leave of the Matron.

99. That the Out-Patients be assisted with Advice and Medicines only, and be no other Way chargeable to the Society.

100. That they attend exactly at *Ten* o'Clock every *Wednesday*; and if they absent themselves twice together, without a reasonable Cause, to be allowed by their respective Physician, or Surgeon, that they be discharged for Irregularity.

101. That no fresh Medicines be given them, till they deliver their Phials, or Gallipots, and such Medicines as they have not taken.

102. That no Patient presume to loiter about the Infirmary, or Streets adjacent, or to beg any where in the Town, on Pain of being discharged for Irregularity.

103. That no Person discharged for Irregularity, be admitted again a Patient of the Infirmary, on any Recommendation whatsoever; unless in some very extraordinary Cases, to be unanimously approved of by the Board.

104. That

104. That Patients discharged cured of the Venereal Disease, be under the same Incapacity of being re-admitted for that Distemper, as if discharged for Irregularity.

H O U S E - V I S I T O R S .

105. That the House Visitors enquire every Day whether the foregoing Rules concerning Officers, Servants and Patients, have been observed ; particularly whether the Patients be duly attended ; whether Prayers have been duly read ; whether the Patients or Servants have been guilty of Swearing, Drunkenness, any Immorality, or Indecency ; whether the Provisions be good ; and whether any have been carried out or brought into the Patients clandestinely ; and that they enter what they think observable in a Book provided for that Purpose.

106. That the Matron, Apothecary, and Servants be ready to attend the Visitors in the Board Room ; that when the Visitors enter the Wards the Servants withdraw, and the Patients stand by their respective Beds.

All Persons who are disposed to contribute by Will to this Charity, are desired to do it in the following Manner :

I Give and Bequeath unto *A. B.* and *C. D.* the Sum of

upon Trust, that they pay the same to the Treasurer for the Time being, of the *Stafford General Infirmary*; which Sum I charge upon my personal Estate, and desire it may be applied to the charitable Uses of the said Infirmary.

Form of a Letter to recommend Patients.

Gentlemen,

I Recommend to your Examination of the Parish of who I am well satisfied is a real Object of Charity, and destitute of Friends to procure Advice and Medicines, and desire may be admitted an Patient of the Infirmary, if duly qualified.

To the Trustees of the Stafford General Infirmary.

D

Form

Form of an Answer, when the Person recommended is thought improper to be admitted.

Stafford General Infirmary.

Sir,

BY Order of the Weekly Board, now sitting, I beg Leave to acquaint you, that recom-
mended by you as an *In (or Out)* Patient appears upon Examination improper to be admitted.

Chairman.

Form of an Answer when the House is full.

Sir,

BY Order of the Weekly Board now sitting, I beg Leave to acquaint you, that recom-
mended by you for an In-patient, cannot yet be received into the House for want of Room ; but is now entered in the Books, and made an Out-Patient, and will be received into the House upon the Vacancy.

Chairman.

Form

*Form of a Notice to be sent to the
Person recommending, when a Per-
son is discharged for Irregularity.*

Stafford General Infirmary.

Sir,

BY Order of the Weekly Board now sitting, I beg Leave to acquaint you, that being, on Examination, fully assured of the irregular Behaviour of recommended by you, they have thought themselves obliged to discharge him.

Chairman.

*Form of a Letter to be sent to Sub-
scribers who are in Arrear.*

Stafford General Infirmary.

Sir,

IN Compliance with the Rules of this Society, I am to acquaint you, that it appears by the Secretary's Books, that your Subscription of *per Annum*, payable last *has not* yet been received.

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It is therefore the Request of the Board,
that you will be pleased to pay it to one
of the Under-Treasurers or Correspondents,
and excuse this Application, as it is the
constant Usage of other Infirmaries in the
like Case.

Chairman.

F I N I S.

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